



SUPERIOR COURT OF CALIFORNIA, COUNTY OF NAPA

invites applications for the position of:

Court Interpreter - Spanish

An Equal Opportunity Employer

SALARY:

Court Interpreter – Spanish: \$36.74 per hour

- **THIS POSTING IS FOR A FULL TIME SPANISH LANGUAGE ONLY POSITION**
- **40 hours per week, Monday –Friday 8:00am – 5:00pm**

OPENING DATE: 10/24/2016

CLOSING DATE: Open Until Filled

THE POSITION: The Superior Court of California, County of Napa is recruiting for the full time position of Court Interpreter - Spanish. The Court Interpreter position is a single level classification. Employees in this classification perform consecutive and simultaneous interpretation of courtroom proceedings and other related interpreting services as needed. The employee may also perform sight translation that includes reading written texts and giving an oral translation of text.

Incumbents perform a wide variety of language interpretation activities on an assigned and as needed basis for the Superior Courts of California and for parties to proceedings, other court personnel, and the public. Incumbents perform other job related duties as required.

Examples of Court Interpreter Duties:

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court related departments at the direction of the court.
- Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement form, and other documents.
- Interprets for judges, attorneys, court staff and other court related departments at the direction of the court.
- Interprets between languages in court proceedings.
- Brings to the court's attention any items that may impede the interpreters' performance.
- Researches and understands legal terminology used in court and functions of the court.
- Receives daily or weekly calendar assignments from the Trial Court Interpreter Coordinator or Supervisor and accurately completes daily activity logs, or other documentation as required.
- Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

TYPICAL QUALIFICATIONS:

To qualify, an individual must possess a combination of experience and education that would likely demonstrate the required knowledge and abilities. A desirable combination is listed below.

Experience: Possession of a valid certification as a “Certified Court Interpreter” issued by the Judicial Council of California on behalf of the State of California.

Education: Equivalent to graduation from the twelfth grade.

Other: Some positions require possession of a valid California driver’s license.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- English and applicable non-English grammar and vocabulary, provided the source language speaker is using correct grammar and vocabulary.
- Legal concepts and forensic terminology in both English and non-English language specified.
- The general range of regional and cultural variations in the specified language.
- Interpreter ethics and standards, as stipulated in California Rules of Court, Rule 984.4 – Professional Conduct of Interpreters.

Ability to:

- Orally convey the meaning from and into English and the applicable non-English language by interpreting in the simultaneous, consecutive, and sight translation modes, conveying the meaning accurately without editing, summarizing, adding meaning or omitting.
- Concentrate and deliver interpreting services in a busy and fast-paced environment.
- Adjust to speakers with differing voices and accents at varying rates of speed.
- Interpret accurately and remain impartial, including adversarial and emotionally charged situations.
- Conduct ongoing research into variations in terminology and usage of the specified language.
- Use office equipment, including computer, telephone and copier as required by the assignment.
- Use transmitter and receiver equipment provided by the court for simultaneous interpretation.
- Understand and adhere to California statutes, rules of court, and applicable personnel rules concerning court interpretation.
- Interact professionally and cooperatively with those contacted in the course of daily work.
- Work in courtroom and related court facilities that includes contact with judges, staff, attorneys, other court users and the public.
- Travel within the County as required by the position.
- Travel between Counties may be required, if cross assignments are accepted.
- Sit and/or stand for extended periods

TO APPLY:

To be considered for this position, submit a complete application packet that includes the court **employment application and your responses to the supplemental questionnaire to Human Resources.**

- The application may be completed electronically; but it cannot be submitted electronically. You must print and sign the application.
- *To be considered for this position, the court must receive the employment application and responses to the supplemental questionnaire that are used to evaluate your qualifications.*
- *Applications are **not** accepted via email or fax. Resumes will **not** be accepted in lieu of the applicable sections of the employment application being completed, but resumes are accepted in addition to a complete employment application.*
- **Failure to submit a complete employment application and/or responses on the supplemental questionnaire will result in disqualification.**
- Application packets may be submitted in person to the Human Resources Department at the following address:

<u>Delivered to the following address:</u> Court Executive Office Napa Superior Court Historic Courthouse, Third Floor Enter at 810 Coombs Street Napa, CA 94559	<u>Mailed to the following address:</u> Human Resources Napa Superior Court 825 Brown Street Napa, CA 94559
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- The employment application is available online at www.napacourt.com in the Employment section. For additional information or to request an application, contact the Human Resources Department at (707) 299-1242.
- Applicants requiring accommodation during the application and/or selection process pursuant to the American with Disabilities Act (ADA) should contact Superior Court of California, County of Napa Human Resources at (707) 299-1242.

SELECTION PROCESS AND EMPLOYEE BENEFITS:

Selection and Examination Process

All application materials will be reviewed as received until the position is filled, to determine if the applicant meets the minimum qualifications for the Court Interpreter – Spanish position. Candidates that possess the minimum qualifications will be considered to participate in the next steps of the selection process until the position is filled, that may include a first interview, examination and second interview. The Court reserves the right to modify the selection/examination process.

For more information about the general employment process, review information in the Employment Section at www.napacourt.com.

Employee Benefits – General Summary

- CalPERS Retirement
- Vacation: 12 days initially
- Sick Leave: 12 days
- Personal Leave: 11 hours per fiscal year (initially pro-rated based on hire date)
- Holidays: 12 days
- CalPERS medical insurance (PPO and HMO options)
- Vision Service Plan insurance
- Delta Dental insurance (Premium fully paid by the Court)
- Life Insurance (\$40,000 paid by the Court with additional coverage that may be purchased by the employee)
- Deferred Compensation Plan
- Wellness Program
- Employee Assistance Program
- Flexible Spending Accounts

Superior Court of California, County of Napa
Supplemental Questionnaire for
Court Interpreter - Spanish

All applicants are required to complete and return responses to the supplemental questionnaire with the employment application for this position. Your answers should be complete and specific as possible. A resume may be submitted, but will not be accepted in lieu of a complete employment application and supplemental questionnaire. The employment application and supplemental questionnaire are reviewed to determine if minimum qualifications have been met for the position and relevance of education, training, experience, knowledge and abilities that relate to this position. Additional oral and/or written examination may also be required for this position.

1. Do you possess a valid certificate as a Certified Court Interpreter issued by the Judicial Council of California on behalf of the State of California? If yes, please provide the certificate number and a copy of the certificate.

2. Describe your experience interpreting in the California Courts or other agencies. Please include a list of the courts and other agencies/contract work for which you have previously provided simultaneous interpretation services with dates of employment/contract work.

3. In addition to interpreting skills, what other knowledge and skills do you possess that will be helpful as a Court Interpreter – Spanish to fully provide effective customer service in the court environment?

4. Describe a recent task or assignment that you believe demonstrates the knowledge and skills you described in question #2.